



<b>WORKING TITLE:</b> FACILITIES MAINTENANCE MANAGER	<b>CLASSIFICATION:</b> FACILITIES MAINTENANCE MANAGER
<b>DEPARTMENT:</b> FACILITIES MAINTENANCE	<b>DIVISION:</b> FACILITIES MAINTENANCE
<b>PAY RANGE:</b> NBYCM 24	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9015
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Directs general maintenance and upkeep of county buildings including heating and cooling systems, electrical, and plumbing systems. Establishes priorities for projects and schedules work assignments of subordinates. Performs duties of project manager when assigned.

**SUPERVISION RECEIVED:**

Work is performed under general supervision of the Director of Administrative Services. Work is reviewed through periodic conferences and on overall results achieved.

**SUPERVISION EXERCISED:**

Supervises subordinate Facility Maintenance Workers and work-release inmates; makes daily assignments; conducts performance evaluations including recommendations on hiring, promotions, and discipline.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Plans, organizes, supervises, and participates in development of maintenance division work programs, policies, and procedures.
- Assigns and supervises work of facility maintenance workers and other subordinates in all aspects of building and grounds projects.
- Participates in preparing and executing the department's annual budget. Prepares estimates of supplies, equipment, and utility usage cost.
- Plans, organizes, and supervises minor remodeling projects, carpentry work, and building restoration tasks. Assists in developing remodeling priorities.
- Inspects equipment and tools to determine when replacement is necessary. Reviews bids for equipment and services received and make recommendations to the director of administrative services.
- Periodically inspects county buildings and structures to insure compliance with fire and safety regulations.
- Performs other related maintenance and administrative work as required by the Director of Administrative Services or the Board of Commissioners.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- Principles and practices of facility maintenance including use of equipment, instruments and tools necessary in the trade.
- Steam plant operation and cooling system.
- Occupational hazards and safety precautions as required.

### **SKILL IN:**

- Budget preparation.
- Planning and organizing work programs and projects.
- Communicating effectively, both orally and in writing.

### **ABILITY TO:**

- Install equipment and construct projects from blueprints and diagrams.
- Use independent judgment and adapt current methods, standards, and practices to outdated facilities, equipment, and machinery.
- Establish and maintain effective working relationships with supervisors, subordinates, other county employees, and the public.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Six years' trades experience including repair and maintenance of buildings and related facilities is required. Course work and training in trades may be substituted for up to one year of experience. Any satisfactory equivalent combination of experience and training which insures ability to perform the work may substitute for the above.

Possession of valid Oregon Limited Maintenance Industrial Electrician's license or ability to obtain same within a year of appointment.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly

use mechanical equipment typical of those used in the maintenance of buildings and landscape.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*